

INTERREG-IPA CBC PROGRAMME “GREECE – ALBANIA 2014 – 2020”

TERMS OF REFERENCE

Call for the selection of a PROJECT OFFICER for the ANTENNA OFFICE, KORCA

The Ministry for Europe and Foreign Affairs in cooperation with Greek Managing Authority of European Territorial Cooperation Programmes and Joint Technical Secretariat, issues a public call for expression of interest, in order to proceed with the recruitment **for the position of Antenna Officer** in the Joint Secretariat (J.S.) of the Interreg IPA CBC Programme “Greece - Albania 2014 - 2020”. This post is based in Korca and is directly supervised by the Ministry for Europe and Foreign Affairs. All interested candidates are requested to submit their application for this post.

The selection of the Antenna post is performed by a Selection Committee in which the Partner State and the Managing Authority participate. The successful applicant will be employed by the Ministry for Europe and Foreign Affairs (MEFA) of Albania.

Introduction

The Joint Secretariat (JS) is responsible for the day-to-day management of the Interreg IPA CBC Programme Greece-Albania 2014-2020. Its premises are located in Thessaloniki, Greece. An Antenna Office is planned to be established in Korca, Albania. This is due to the need for providing closer assistance to Albanian beneficiaries as well as to ensure a higher local exposure of the Programme.

In conformity with the Internal Rules of Procedure of the Joint Secretariat, one (1) Project Officer of the JS will be appointed to work full time in the Antenna office in Korca, Albania.

The Antenna Officer will work in close coordination with the MA/JS/MEFA in the execution of the following tasks:

- Acting as a first “contact point” for potential beneficiaries to provide information, advice and help to the project beneficiaries on the territory of the Republic of Albania;
- Supporting the MA/JS and MEFA in the implementation of communication activities (including events, info-days, Communication Plan) on the territory of the Republic of Albania;
- Supporting the Managing Authority / Joint Secretariat and MEFA with monitoring of projects implementation on the territory of the Republic of Albania;

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- Supporting the MA/JS and MEFA on the development and implementation of tools at programme and project level concerning project implementation, monitoring and reporting;
- Support and advice to final beneficiaries in managing approved projects;
- Supporting the MA/JS and MEFA on the day to day monitoring of project implementation and identification of problems or delays;
- Drafting of reports to the JS and MEFA on project implementation issues;
- Participation in meetings at the project level when necessary for resolving project implementation issues;
- Organisation/ facilitation of seminars or any other activity conducted in Albania in the frame of the Programme;
- Supporting the MA/JS inserting and processing of project/programme data to the information system used for the management of the programme;
- Take all appropriate measures to ensure that nationally and regionally published Call for proposal reaches the target groups in line with the requirements of the Practical guide and other relevant procedures in full collaboration with Operating Structure;
- Collect and administer the different technical reports from the beneficiaries;
- Prepare reports, statistics and information about progress of project and Programme implementation when required by Programme management stakeholders.

Required Qualifications:

- University Degree (University Degree or Diploma) in Social sciences, Law, Economics and any field of relevance to the programme topics.
- Professional experience (at least 3 years) in management of EU funded Programmes or projects.
- Fluency in English language written and spoken (Candidates will be asked to go through a written examination)
- Computer literacy (word processing, preparation of presentations, use of data bases and monitoring procedures and systems, translated in English).

Additional qualifications to be considered as assets:

- Very good command of Albanian language oral and written
- Good knowledge of an additional EU language is an asset
- Ability to work within a team in a multicultural environment;
- Organizational skills and effectiveness;
- Ability to work under pressure;
- Creativity and problem solving skills;
- Ability to determine and focus on the priorities set by the programme;
- Willingness to travel frequently.

Application procedure

Interested applicants should submit in hard copy

- A motivation letter in English,
- A CV in English (suggested europass format),
- Degrees/Diploma for the relevant education, Certificates, trainings, or any other relevant document related to the education
- Copy of a valid Identification Document, signed with the original signature of the applicant on it.

All documentation should be submitted in English; if not in English accompanied by English translation (unofficial translation).

The CVs and supporting documents submitted shall be examined in order to assess the compliance with the selection criteria. The Selection Committee will evaluate the education and length of professional experience of candidates, as stated under the required qualifications rubric, based on the documentation submitted. All candidates meeting the required qualifications will be invited to an interview, where their qualitative professional experience and respective qualifications and competencies (and the Written Test) will be assessed.

The Selection Committee will select the appropriate applicant per position, taking into account the sum of the applicants' scores in the CV evaluation and the interview (and the Written Test). The Selection Committee will draw up a ranking list of the interviewed applicants. In each stage of the selection procedure all candidates will be notified by e-mail, sent to the addresses indicated in the CVs.

For successful applicant that will be employed by MEFA before the signing of his/hers employment contract, an official document should be submitted verifying that there is no criminal record.

All candidates must send the expression of interest and all supporting documents **by post to Ministry for Europe and Foreign Affairs, Gjergj Fishta Boulevard, no. 6, Tirana, Directorate for Territorial Cooperation by 10 October 2021 at the latest**. The date of submission will be verified by the post/courier stamp/deposit slip. An application submitted after the above deadline will automatically be rejected. The expression of interest **cannot** be submitted via e-mail.